

**LIBERTY HIGH SCHOOL GRENADIER BAND AND
ORCHESTRA PARENTS' CLUB
BY-LAWS
Revised April 10, 2001**

ARTICLE I – NAME

The name of this club shall be the Liberty High School Grenadier Band and Orchestra Parents' Club (LHSGB & OPC), located in Bethlehem, Pennsylvania.

ARTICLE II – THE OBJECTIVES OF THE ORGANIZATION

- Section 1. To create and maintain an enthusiastic interest in the activities of the Liberty High School Instrumental Music Program and its associated units.
- Section 2. To render support, both moral and financial, to the instrumental music program and its associated units.
- Section 3. To promote fellowship within the Liberty High School Grenadier Band and Orchestra Parents' Club.
- Section 4. To cooperate with those in charge of the Instrumental Music Department, the administration of Liberty High School and the Bethlehem Area School Board to promote the general activities of the Instrumental Music Department.

ARTICLE III - MEMBERSHIP

- Section 1. The membership of this organization is open to anyone interested in the progress and development of the Instrumental Music Department of Liberty High School. Other persons who actively participate in the Club's activities qualify as members.
- Section 2. There shall be no dues.

ARTICLE IV – GOVERNING BODY

- Section 1. The governing body of this organization shall be all of its members.
- Section 2. To accomplish the objectives of this organization, the membership shall elect a president, vice-president, secretary, and a treasurer.
- Section 3. The term for all elected officers shall be one year. Elected officers may succeed themselves for a total of two successive terms of office. Elected officers must be parents, stepparents or guardians of students in the high school instrumental music program.
- Section 4. The Executive Committee of the Club shall include the elected officers, along with the Band Director and the Assistant Band Director.
- Section 5. The Board of Directors of the Club shall include the Executive Committee, and each of the Standing and Special Committee Chairpersons.

Section 6. Duties of the Executive Committee and the Board of Directors:

- A. The Executive Committee shall appoint a chairperson for all standing committees, special committees, and task forces as deemed necessary to carry out the Club's programs.
- B. The Executive Committee shall fill any vacancy arising on any committee.
- C. Members of the Executive Committee, Standing Committee Chairpersons, and Special Committee Chairpersons shall each have one vote at board meetings.
- D. A majority of the Board of Directors shall constitute a quorum for transacting business at Board meetings.
- E. The Board of Directors shall be responsible for the regular administrative and executive business of the Club between regular meetings and report in detail any actions taken on behalf of the Club. The Board shall prepare, develop, and recommend for the approval of the general membership, plans, programs and an annual budget designed to fulfill the Club's objectives and report monthly on the progress of approved plans.
- F. The Executive Committee may act on behalf of the Board of Directors in such cases where immediate action is necessary.
- G. A majority of the Executive Committee shall constitute a quorum for transacting business.
- H. The Executive Committee is authorized to make any needed expenditures between membership meetings to meet contingencies, which have not been authorized by the membership. All expenditures are to be reported to the Club membership at its next regularly called meeting.

Section 7. Duties of Officers:

- A. President – Shall preside at all meetings of the Club, Board of Directors, and Executive Committee and shall be an ex-officio member of all committees and task forces.
- B. Vice President – Shall perform all duties of the president when the president is absent and shall be responsible for maintaining and posting of students' quotas.
- C. Secretary – Shall keep a record of all proceedings of the Club, Board of Directors, and Executive Committee, and handle the Club's correspondence. The secretary shall keep and provide minutes of the general meeting to the membership.
- D. Treasurer – Shall have charge and keep accurate records of all Club funds. The Treasurer shall make disbursements in accordance with the approved budget as directed by the Club, Board of Directors, or Executive Committee, in accordance with paragraph 8 of this article. The Treasurer shall submit a monthly financial report showing monthly, year-to-date, and budgeted expenditures. The Treasurer shall submit the financial records for an annual audit by an independent auditor and in accordance with any policies and regulations of the Bethlehem Area School District.

Section 8. The Executive Committee shall open and maintain checking accounts, as it deems appropriate. Members of the Executive Committee shall have the authority to endorse checks on behalf of the organization. All checks shall require the endorsements of two members of the Executive Committee.

Section 9. The fiscal year of the Club shall be from July 1 to June 30.

Section 10. At the request of the Band Directors, the Executive Committee shall appoint a past officer to a non-voting advisory position on the Board. This term is to coincide with that of the elected officers and shall be for the

purpose of assisting the new membership with the operations of the organization. It shall be the Band Directors responsibility to initiate this action.

ARTICLE V- STANDING COMMITTEES

Section 1. The Band Director and Assistant Band Director are ex-officio members of all standing committees.

Section 2. It shall be the duty of each committee chairperson to submit a written report of their committee's activities of the past year. The report shall be submitted to the President by June 30 of the school year. Each chairperson is responsible for maintaining written guidelines for his/her respective committee.

Section 3. Standing committees can include but are not limited to: hoagies, candy, chaperones, pizza/pretzels, communications, technology, clothing/logo, and special sales.

ARTICLE VI – SPECIAL COMMITTEES AND TASK FORCES -

Section 1. Special committees are created by the Executive Committee to perform specific functions and can include but are not limited to: Grenadier Cards, Entertainment Books, and Hospitality. They shall be created by the Executive Committee as needed.

Section 2. Tasks Forces are charged to perform specific tasks, and cease to exist upon completion of their assignments. They shall be created by the Executive Committee as needed. Tasks Forces shall not be entitled to a vote.

ARTICLE VII

Section 1. Regular meetings of the Club will be held at least once a month during school months. The Communications Committee will advise the membership of the date, place and time of each meeting.

Section 2. The Board of Directors shall meet at least once a month during the school year.

Section 3. Special meetings may be called at the discretion of the Executive Committee.

Section 4. A quorum of twenty-five (25) members is necessary at all Club meetings in order to conduct business.

Section 5. At all meetings a majority vote of members present is required to approve all questions.

Section 6. Robert's Rules of Order shall be the parliamentary procedures in all cases in which they do not conflict with the rules of the Club.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. A nominating task force shall be appointed by the Executive Committee no later than March 1 of each year. It shall be the duty of this task force to submit at the April meeting a list of candidates for each office.

Section 2. Nominations for any office may be made from the floor with the consent of the nominee.

Section 3. Officers for the coming year shall be elected by majority vote of members present at the May meeting provided the number present constitutes a quorum. When more than one candidate is nominated for one office, voting shall be by secret ballot.

Section 4. The newly elected officers (Executive Committee) shall be prepared to take office immediately upon the close of the current fiscal year, and hold a joint meeting with the outgoing elected officers as soon as possible. The

first meeting of the new Executive Committee is to be held prior to the beginning of the school year and all committee chairpersons are to be appointed at that time.

Section 5. Orderly transfer of all records to new officers shall occur immediately after the last meeting. The transfer of the treasurer's records shall include a certified audit, which should be completed as soon as possible after the end of the Club's fiscal year.

Section 6. In the event of a vacancy in the office of president, the vice president shall serve as president and assume all the duties thereof until the next regularly scheduled election.

Section 7. In the event of a vacancy in the office of vice president, secretary, or treasurer, the Executive Committee shall appoint a replacement who shall serve until the next regularly scheduled election.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular meeting of the Liberty High School Grenadier Band and Orchestra Parents' Club by a two-thirds (2/3) majority vote of members present and provided such amendment has been presented in writing at a previous regular or special meeting. Bylaws should be reviewed every five (5) years.

ARTICLE X – DISTRIBUTION OF FUNDS

In the event that this Club shall cease to exist, all assets and funds in the treasury at the time shall be deposited with the Liberty High School Instrumental Music Fund.